

**State of New Jersey
Department of Treasury
Division of Purchase & Property**

**Declaration of Removal of all Hard Drives and
Other Data Storage Devices on Surplus
Computer and Other Electronic Devices**

Department _____ P.O. Box # _____

Contact Name _____ Phone # _____ Fax # _____

Requirements:

Completed forms must be sent to the Treasury Bureau of Special Services (B.O.S.S.) warehouse by fax (609) 588-0483 or email boss.warehouse@treas.state.nj.us to obtain approval to ship.

- Each Department must "sanitize" all equipment capable of storing data by physically removing all hard drives, storage disks, memory sticks and any other devices capable of storing data.
- Each Department will remain responsible for sanitizing and disposing of these data storage devices in full compliance with the Office of Information Technology Policy Standard [09-10-NJOIT](#), *Information Disposal and Media Sanitization*.
- This form applies to all desktop and laptop computers, copiers, multifunction devices (print/fax/scan/copy), servers, cell phones, PDA's, notebooks and any other electronic device with data storage capabilities that is to be declared surplus.
- No arrangements may be made to drop off or have picked up any covered equipment until after approval by, and in coordination with, the B.O.S.S. warehouse staff.
- This form must be filled out completely and authorized/certified by the Department and its Chief Technology Officer. Incomplete or unsigned forms will be returned to the department contact.
- The original signed form must accompany the shipment to the warehouse or be given to the driver at time of pick-up.
- Any discrepancy between the count on this form and the physical count will result in refusal of the entire shipment. The discovery of any storage device in a shipment will result in refusal of the entire shipment. Should a drive be discovered in a shipment after delivery has been accepted, that entire shipment will be segregated and must be picked up by the owning agency within 48 hours.
- This is a joint Division of Purchase & Property, Division of Property Management, and Office of Information Technology initiative to protect all confidential, personal and sensitive data from unauthorized access.

I hereby approve the surplus declaration of _____ pieces of equipment meeting the above criteria:

Departmental/Agency approval _____ Date _____
(Signature)

Print Name _____ Title _____

I hereby attest that all _____ pieces of equipment meeting the above criteria have been properly sanitized by physical removal of all storage devices/media.

Information Technology Certification _____ Date _____
(Signature)

Print Name _____ Title _____

To be completed by owning Department/Agency and B.O.S.S. personnel at time of transfer. These signatures attest to count only, not to absence of data storage devices.

Date Equipment Picked Up/Delivered _____ # of Pieces _____ Department Signature _____

Date B.O.S.S. Accepted Equipment _____ # of Pieces _____ B.O.S.S. Signature _____